

**FIRE SAFETY OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE SAFETY OFFICER** to be administered in **BATON ROUGE** on **OCTOBER 10, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of fire service management, involving planning, organizing, and directing departmental operations; and purchasing.	17.0%
FIRE RECORDS AND REPORTS Knowledge of effective records-keeping practices, including preparation and content; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	25.0%
FIRE SAFETY Knowledge of effective fire safety practices and risk management procedures sufficient to identify the causes or conditions that result in fire department accidents, injuries, or death, including safety planning, implementation, and observation; safety training, and accident investigation.	58.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.
Fire Department Safety Officer, 1st ed., 2001.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

NFPA #1500 - Fire Department Occupational Safety and Health Program, NFPA, 1997 edition.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.